

Instructions to Form BTA1222 – Statement of Resignation of a Registered Agent

Filing Requirements									
File Online Today	Paper Filing								
Visit https://cis.scc.virginia.gov to file the statement of resignation of a registered agent in real time. Questions? Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.	Download from https://scc.virginia.gov/pages/Virginia-Business-Trusts OR https://scc.virginia.gov/pages/Foreign-Business-Trusts complete, print, and mail or deliver to below address: <table><tr><td>State Corporation Commission</td><td>Courier Delivery Address</td></tr><tr><td>Clerk's Office</td><td>1300 E. Main St, 1st floor</td></tr><tr><td>P.O. Box 1197</td><td>Richmond, VA 23219</td></tr><tr><td>Richmond, VA 23218-1197</td><td></td></tr></table>	State Corporation Commission	Courier Delivery Address	Clerk's Office	1300 E. Main St, 1 st floor	P.O. Box 1197	Richmond, VA 23219	Richmond, VA 23218-1197	
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Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. DO NOT SEND CASH.								

If the registered agent is a business entity, the statement must be executed in the name of the business entity by a person authorized to act on behalf of the registered agent, and the printed name and title of the person signing on behalf of the registered agent must be set forth next to the signature.

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing. See § 13.1-1205 of the Code of Virginia.

NOTE

The agency appointment will be terminated and if so provided, the registered office discontinued, on the 31st day after the date on which the statement is filed with the Commission. See § 13.1-1222 B of the Code of Virginia.

Important Information

This form must be written in the English language, typewritten or legibly printed in black, using the following guidelines:

- use solid white paper
- size 8 1/2" x 11"
- one-sided
- no visible watermarks or background logos

Do not include Personally Identifiable Information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/clk.



State Corporation Commission

Form
BTA1222
(Rev. 08/20)

Statement of Resignation of a Registered Agent

(name of registered agent)

hereby resigns as the registered agent for

(name of business trust)

(business trust's SCC ID #)

☐ The registered office of the business trust is also discontinued.
(MARK THIS BOX IF APPLICABLE)

The above-named registered agent hereby certifies that a copy of this statement will be mailed by certified mail to the principal office of the business trust on or before the business day following the day on which this statement is filed with the Commission.

(signature of individual resigning as registered agent)

(printed name)

(date)

OR

(name of business entity resigning as registered agent)

By:

(signature)

(printed name and title)

(date)

NOTICE TO THE ABOVE-REFERENCED BUSINESS TRUST

The registered agent's resignation becomes effective on the 31st day after the date on which the Statement of Resignation is filed with the Commission. The law requires each domestic and foreign business trust authorized to transact business in Virginia to continuously maintain in Virginia a registered agent and a registered office. The business trust must appoint a new registered agent and, if appropriate, establish a new registered office on or before the effective date of the resignation by filing with the Commission a Statement of Change of Registered Office and/or Registered Agent on a form prescribed by the Commission. A Statement of Change form can be filed online in real time by visiting our website at <https://cis.scc.virginia.gov/>. A paper Statement of Change form can also be requested on the Commission's website at <http://www.scc.virginia.gov/clk/ElectronicFormRequest.aspx>, or by contacting the Clerk's Office at (804) 371-9733 or toll-free in Virginia at (866) 722-2551. If the business trust fails to appoint a new registered agent and, if applicable, establish a new registered office, its existence or its certificate of registration to transact business in Virginia ultimately will be automatically canceled.